



LOUISIANA LEGISLATIVE WOMEN'S CAUCUS FOUNDATION

"Preparing and Developing the Next Generation of Women Leaders"

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Trin Antoine Johnson
Executive Director

Emmanuella Petion
Caucus Assistant

December 14, 2015

Dear Applicant:

The Louisiana Legislative Women's Caucus through its foundation has awarded \$32,500 in scholarships to young women in Louisiana since 2010. We are pleased to once again open the application period for the Louisiana Legislative Women's Caucus Foundation 2016 Educational Advancement Opportunity (EAO) Scholarship. The purpose of the EAO Scholarship is to advance the overall education of deserving young women in Louisiana. Each scholarship award is for \$500 and is to be used to help defray the cost of tuition, room & board and/or books. The EAO Scholarship will be awarded at the 9th Annual Women of Excellence Awards & Scholarship Ceremony and Reception to be held in Baton Rouge on Tuesday, May 24, 2016 at 6:30 p.m. at the Baton Rouge Hilton Capitol Center Hotel.

The Foundation prides itself on encouraging young women of Louisiana to uphold high levels of integrity, excellence in character and outstanding academic standards. Individuals who receive this scholarship not only benefit from the monetary award, but also having the distinction and honor of being named a Louisiana Legislative Women's Caucus Foundation Scholar.

Individuals can apply for the scholarship by visiting the Women's Caucus website at www.llwc.louisiana.gov or the Women's Caucus Foundation's website at www.llwcf.org to electronically complete the scholarship application. Scholarship applications must be completed online and electronically submitted by Friday, February 19, 2016.

Should you have any questions regarding the Louisiana Legislative Women's Caucus Educational Advancement Opportunity (EAO) Scholarship, please contact Trin Johnson in the Women's Caucus Office at 225.342.0334.

We look forward to receiving your scholarship applications.

Respectfully,

Rep. Karen St. Germain, Chair
Louisiana Legislative Women's Caucus

/Attachments

Louisiana Legislative Women's Caucus Foundation

OUR MISSION

The Louisiana Legislative Women's Caucus Foundation's mission is: *"To prepare and develop women leaders in Louisiana to be significant contributors and achievers in society."*

WHO WE ARE

The Louisiana Legislative Women's Caucus Foundation is a non-profit corporation with an IRS designation of 501(c)(3). It is administered by the Louisiana Legislative Women's Caucus, which is comprised of women legislators currently serving in the Louisiana Legislature. The selection of the Women of Excellence Awards and scholarship recipients is made by an awards and scholarship committee. This committee makes its decisions based on defined criteria and works independently of the women legislators. Members of the Louisiana Legislative Women's Caucus and its staff do not serve on the awards and scholarship committee.

OUR PHILOSOPHY

The Foundation prides itself on encouraging women of Louisiana to uphold high levels of integrity, excellence in character, leadership and service to others and outstanding work and academic standards. We believe these factors are the primary ingredients for success for every role a woman has in her lifetime.

PROGRAM DESCRIPTION

The Women of Excellence Awards & Scholarship Program recognizes and honors the exemplary achievements and contributions of extraordinary women in Louisiana who personify excellence in their leadership, profession, academics, community service, character and integrity. The Foundation also supports the educational advancement of deserving young women in Louisiana through the awarding of scholarships with the Louisiana Legislative Women's Caucus Foundation Scholarship for \$1,000 and the Educational Advancement Opportunity (EAO) Scholarship for \$500.

View excerpts of the 2015's scholarship presentations online at
<http://youtu.be/Jgx8L-BsaTA>

Louisiana Legislative Women's Caucus Foundation 2016 Educational Advancement Opportunity (EAO) Scholarship

Scholarship Application Information

The Louisiana Legislative Women's Caucus Foundation Educational Advancement Opportunity (EAO) Scholarship assists in the advancement of the overall education of young women in Louisiana. Each scholarship is for \$500 and is to be used for tuition, room & board and/or books. The Foundation will award numerous EAO Scholarships depending upon its scholarship budget.

I. Criteria of Eligibility for All Applicants:

- ✓ Must be a young woman
- ✓ Must be a resident of Louisiana
- ✓ Must attend school in Fall 2016
- ✓ Cannot be a previous recipient of the Women of Excellence Award, Louisiana Legislative Women's Caucus Foundation Scholarship or the EAO Scholarship
- ✓ Cannot apply for the Louisiana Legislative Women's Caucus Foundation Women of Excellence Award

Additional Eligibility Requirements for:

✓ High School Applicants:

- Must be a graduating high school senior from a Louisiana High School or a home school program approved by the Louisiana Department of Education
- Must graduate or complete an approved home school program by May 2016

✓ College Applicants:

- Must be currently enrolled in a licensed proprietary school, theological or seminary school, two-year technical or community college, four-year college/university or a graduate/professional school
- Must have attended school in Fall 2015, be enrolled in school for Spring 2016 and attend school in Fall 2016

II. Deadline:

All applications and documents must be completed online and electronically submitted by **Friday, February 19, 2016**. All incomplete packages will be automatically disqualified.

III. Application Requirements – A completed application must include the following:

1. **Application** – Applicant must electronically complete the Louisiana Legislative Women's Caucus Foundation Educational Advancement Opportunity Scholarship Application. The application can be completed and submitted online at <http://jotformpro.com/form/43006028227950>.
2. **Essay** – Please respond with an essay on the following: "According to Centers for Disease Control (CDC), approximately one in five young undergraduate women have been the victim of attempted or completed sexual violence in college. What do you think should be done on college campuses to ensure the safety of young women?" Your essay is not to exceed 500 words. The essay will be judged and given serious consideration.

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3. **Transcript** – An official transcript must be uploaded online with your un-weighted grade point average, which includes your Fall 2015 grades. Applications will be disqualified if the un-weighted grade point average is not included.

3a. **NOTE:** – Applicants who graduated from high school before 2015 must also include an official high school transcript (with the un-weighted grade point average) if they have earned 23 (university, college or proprietary school) credit hours or less.
4. **Character Reference Form and Letter** – One letter of character reference is required from one individual (not relatives). The letter must come from a priest/pastor/clergy, mentor, employer, member of your community or a school club administrator. The letter and the character reference form must be signed by the person who is providing the reference and submitted electronically online. Please send the following link to the person, who will be responsible for submitting your character reference form and letter. The link is: <http://jotformpro.com/form/43065505483959>. The deadline for the form to be completed and submitted online is Friday, February 19, 2016.
5. **Letter of Recommendation Form and Letter** – Must come from a teacher, instructor or professor who has had the opportunity to evaluate you as a student. Both the recommendation form and letter must be signed and dated by the person giving the recommendation. These documents must be submitted electronically online. Please send the following link to the person, who will be responsible for submitting your recommendation form and letter. The link is: <http://jotformpro.com/form/43085724418962>. The deadline for the form to be completed and submitted online is Friday, February 19, 2016.
6. **COLLEGE/UNIVERSITY APPLICANTS:**

Proof of Registration – Must submit proof of registration from a licensed proprietary school, theological or seminary school, two-year technical or community college, four-year college/university or a graduate/professional school for Spring 2016.
7. **Agreement and Consent Form** – This form is to be signed electronically by the applicant and her parent/guardian (if the applicant is under the age of 18 years old) and acknowledges all information is true and accurate in the application.

IV. Scholarship Recognition:

1. The recipient will be recognized at the 2016 Louisiana Legislative Women's Caucus Foundation's Women of Excellence Awards & Scholarship Ceremony and Reception on Tuesday, May 24, 2016 at 6:30 p.m. at the Baton Rouge Hilton Capitol Center Hotel.
2. Recipients of the scholarship awards **MUST ATTEND** the awards' ceremony in person.
3. The Louisiana Legislative Women's Caucus Foundation Educational Advancement Opportunity Scholarship for \$500 will be made payable to the recipient's college/university. The scholarship check will be sent directly to the university/college to which the recipient has been accepted by mid-July 2016.

V. Contact Information:

For questions regarding the scholarship, please contact the Louisiana Legislative Women's Caucus Office at 225.342.0334 or llwc@legis.la.gov.

Louisiana Legislative Women's Caucus Foundation 2016 Educational Advancement Opportunity (EAO) Scholarship

VI. Submission of Application:

Applications must be completed online and electronically submitted to the Louisiana Legislative Women's Caucus Foundation by **Friday, February 19, 2016**. Mailed packets will not be accepted. All incomplete packets will be automatically disqualified.

VII. Procedural Guidelines & Other Requirements:

1. The LLWCF Application Form and all attachments will be the determining factors for the nomination. All information must be completed electronically and submitted online. Applications sent via fax, mail or email will not be accepted. Incomplete packages and those missing information will be disqualified.
2. Upon receipt, application packages become the property of Women's Caucus and will not be returned.
3. Current members of the Louisiana Legislative Women's Caucus, its staff and immediate members of their families are not eligible for the scholarship.
4. All applicants will be notified via email regarding the final outcome of the selection process.
5. After recipients are selected, they will be required to submit the following documents:
 - a. Short Paragraph Biography – A one paragraph biography in Microsoft Word format in paragraph form. This will be used in the video presentation and in our program book. Include the name of your parents/ guardians, major, career goals, special interests and other scholastic honors, achievements and distinctions received. When requested, this document must be submitted via email to llwc@legis.la.gov by **Friday, April 15, 2016**.
 - b. Photograph – An electronic high-resolution photo of yourself (at least 300 dpi in either TIF or JPG format as a separate file). NOTE: "Selfie" photographs WILL NOT be accepted. Please do not embed your photo onto your biography. Please do not send any photocopies or photographs with other persons in the picture. When requested, this document must be submitted via email to llwc@legis.la.gov by **Friday, April 15, 2016**.
 - c. Proof of Registration – Must submit proof of registration from a licensed proprietary school, theological or seminary school, two-year technical or community college, four-year college/university or a graduate/professional school for Fall 2016. This must be submitted to the Women's Caucus Office by June 6, 2016. This will be required before any scholarship checks are disbursed. When requested, this document must be submitted via fax to 225.377.2261 or email to llwc@legis.la.gov by the specified deadline.